

**STANDING ORDER FOR CIVIL CASES  
ASSIGNED TO THE HONORABLE WILLIAM ALSUP**

1. This standing order summarizes answers to certain frequently-asked questions. The same information (and more) is also contained in the “Supplemental Order to Order Setting Initial Case Management Conference in Civil Cases before Judge William Alsup” issued at the outset in all civil cases.

**ELECTRONIC CASE FILING — LODGING CHAMBERS HARD COPIES**

2. In all “E-Filing” cases, in addition to filing papers electronically, the parties are required to lodge for chambers one paper copy of each document that is filed electronically. These printed copies shall be marked “Chambers Copy — Do Not File” and shall be in an envelop clearly marked with the judge’s name and case number. It shall be delivered to the Clerk’s office no later than noon on the day following the day that the papers were filed electronically. Parties shall *not file* a paper copy of any document with the Clerk’s Office that has already been filed electronically. For the final pretrial conference, please follow *Guidelines for Trial and Final Pretrial Conference In Civil Jury Cases Before the Honorable William Alsup*.
3. Any proposed order other than those routinely submitted in connection with regularly-noticed motions should be sent by e-mail to “whapo@cand.uscourts.gov” in WordPerfect or Microsoft Word format (*never* PDF). **PLEASE** include the case name and number on the “subject” line of the e-mail message. This address should *only* be used for such proposed orders and submissions for discovery conferences.

**SETTING MOTIONS**

4. Counsel need not request a motion hearing date and may notice non-discovery motions for any Thursday (excepting holidays) at 8:00 a.m. Case management and final pretrial conferences will be set by the Court.

**FORM OF SUBMISSIONS**

5. On summary judgment motions, joint statements of undisputed facts are not required but are helpful if completely agreed upon. Separate statements of undisputed facts are prohibited.
6. Reply declarations are disfavored. Opening declarations should set forth all facts on points foreseeably relevant to the relief sought. Reply papers should not raise new points that could have been addressed in the opening.

7. The title of the submission must be sufficient to alert the Court to the relief sought; for example, please do not bury a request for continuance in the body of a “case management statement.”
8. All submissions filed with the Court shall include on the cover sheet the date and time of the hearing or conference. Counsel should include their facsimile transmission numbers along with their telephone numbers on their papers.

#### **DISCOVERY DISPUTES AND DISCOVERY MOTIONS**

9. If a dispute arises during a deposition and involves either a persistent obstruction of the deposition or a refusal to answer a material question on a ground other than privilege, counsel may attempt to arrange a telephone conference with the Court through the courtroom deputy, Dawn Toland, at 415-522-2020. Any such conference should be attended by the court reporter recording the deposition.
10. All other requests for discovery relief must first be summarized in a letter no longer than three pages from the party seeking relief. Up to twelve pages of attachments may be added. Anything more clogs up the system. Counsel should identify themselves in the signature block as “counsel for \_\_\_\_\_” and should e-mail their discovery-dispute requests and responses to “whapo@cand.uscourts.gov,” providing the case name and number in the e-mail’s subject line. Alternatively, counsel may send their letters via the United States mail. The Court will then advise the parties concerning whether a response, written motion or a telephone conference will be required. After the telephone conference, counsel should submit their proposed order (agreed as to form) via the same e-mail address or by mail. This paragraph applies only to cases wherein discovery is supervised by the district judge rather than by a magistrate judge or special master. Counsel are still responsible for filing or e-filing any and all discovery letters. Please observe Judge Alsup’s discovery guidelines set forth in the supplemental order.

#### **COMMUNICATIONS WITH CHAMBERS**

11. Please do not send any letters to the Court (except for requests for discovery conferences, short cover letters for dismissals, orders agreed-upon as to form, or chambers copies of electronically-filed documents). When corresponding with the Court by letter, always identify whom you represent. Please do not fax or messenger anything to chambers without advance permission specific to the item. If you need to messenger a letter to the Court, please have it taken directly to the Clerk’s Office. If you want the official file to be complete, you must either take your letter to the Clerk’s Office on the 16th floor and request it to be filed in the official files, or mail it to the Clerk’s Office for filing, or e-file it if the case is an e-filed case; the chambers staff is *not* responsible for filing your documents.
12. You may contact the courtroom deputy, Dawn Toland (on the 16th floor in the Clerk’s Office), at 415-522-2020 with appropriate inquiries. Except for the letters described

above, please do not attempt to make contact by telephone or any other *ex parte* means with chambers staff.

13. For trial and the final pretrial conference, Judge Alsup has available a step-by-step guide to streamline presentation of motions *in limine*, witness and exhibit designations, and the like. It also relieves counsel of certain burdensome duties under the local rules. It is always available for review at the website for the United States District Court for the Northern District of California at [www.cand.uscourts.gov](http://www.cand.uscourts.gov).

**SO ORDERED.**

Dated: October 19, 2004.

s/ WILLIAM ALSUP  
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WILLIAM ALSUP  
UNITED STATES DISTRICT JUDGE